

## **MANAGEMENT PAY PLAN EMPLOYEE BENEFITS**

### **Vacation**

Vacation is earned based upon years of service. Vacation is accrued bi-weekly based upon the time paid in the pay period. Employees earn vacation as follows:

After completion of <u>1</u> year of service:	96 hours
After completion of <u>4</u> years of service:	136 hours
After completion of <u>9</u> years of service:	176 hours
After completion of <u>14</u> years of service:	216 hours
After completion of <u>21</u> years of service:	256 hours

Eligibility for vacation benefits begins immediately as it is accrued. City Departments may request an additional week of vacation accrual when hiring a new management employee based upon previous vacation benefits. Approval must be signed by the Chair of the Common Council Committee on Finance and Personnel and the Department of Employee Relations.

### **Holidays**

Eleven paid holidays annually:

New Year's Day	Thanksgiving Day
Martin Luther King Jr's Birthday	Friday after Thanksgiving
Good Friday	Christmas Eve Day
Memorial Day	Christmas Day
July 4 <sup>th</sup>	New Year's Eve Day
Labor Day	

### **Sick Leave**

Twelve days of sick leave earned annually (96 hours), up to a maximum of 960 hours. Employees are eligible to use paid sick leave as it is earned. Sick leave is to be used for the employee's personal illness only, except as defined by the Family and Medical Leave Acts (FMLA).

### **Long Term Disability Plan**

A long-term disability (LTD) plan is offered to employees who have completed six months of service. This insurance allows you to protect your income if an illness or injury prevents you from performing your job. The benefits from the LTD plan begin only after all other temporary disability benefits (including sick leave) have been exhausted. The City pays the core benefit (Plan 1) which includes a benefit waiting period of 180 days. Employees may purchase one of three options to reduce the number of days in the benefit waiting period.

### **Sick Leave Incentive Program**

Employees who have accumulated a minimum of 96.0 hours of sick leave in their account can earn up to three additional days of vacation (or the equivalent in pay) per year provided they have not used any sick leave, taken time off without pay, lost time due to disciplinary action, or used injury pay (the only exception to use of injury pay is if an employee suffers a verifiable lost-time work-

related injury and returns to work for the next regularly scheduled work shift following the occurrence of the injury). Employees who earn all three days in a fiscal year will receive a fourth day of vacation.

### **Terminal Leave Pay**

At the time of normal retirement, employees are eligible to receive a lump sum payment for 30% of their remaining full day sick leave balance, as well as payout for one-half of the sick leave days accumulated during their last full year (26 preceding pay periods) of employment prior to normal retirement.

### **Injury Pay**

Following the successful completion of the initial probationary period with the City, an employee who sustains an injury/injuries while performing within the scope of his/her employment may receive 70% of the person's base salary in lieu of Worker's Compensation for the period of time of temporary, total, or partial disability because of the injury/injuries for a period of time not to exceed 250 working days during the person's employment with the city. In all third party claims or actions, the City is entitled to recover the amount of injury pay received by an employee.

### **Funeral Leave**

Paid funeral leave is provided for deaths within the immediate family of the employee. The amount of time allotted is dependent upon the relationship of the deceased to the employee.

### **Pension**

Employees hired on or after January 1, 2010 shall contribute 5.5% of their earnable compensation to the Employee's Retirement System. If an employee separates from the City with less than four years of service they may withdraw the funds provided they sign a waiver for any future pension benefits. Once the funds are vested at four years the employee may not withdraw the funds until after eight years of service.

Employees hired after December 31, 1999 and before January 1, 2010 are required to contribute 1.6% of their pensionable earnings during their first eight years of enrollment. These contributions are used to pay for the Cost of Living Adjustments (COLAs) that will be added to the future pension benefits of today's active employees. If an employee separates from the city without a vested pension benefit or if the employee withdraws their accumulated 5.5% member contributions, the employee will receive a refund (without interest) of their 1.6% contributions.

Employees hired on or before December 31, 1999 shall have the City contribute 5.5% of the employee's earnable compensation to the Employee's Retirement System.

Employees are vested after four years of service. Employees who leave the employment of the city after eight years of service may withdraw their monies from the pension system.

### **Tuition Reimbursement**

Immediately following the start of employment, employees are eligible for reimbursement of \$1,200 per calendar year to cover the cost of tuition and required textbooks for approved courses of study. Course work must be related to either the employee's present position or a reasonable promotional/transfer opportunity within the city service. Employees may apply all of their funds

toward the cost of membership in approved job-related professional organizations. In addition, managers may apply up to \$500 of their benefit for job related certifications or license fees each year.

### **Deferred Compensation**

Deferred compensation is a supplemental retirement program that allows employees to save now and invest money for retirement. The money saved and interest accrued are not subject to state and federal income taxes until withdrawn. An employee may select among various investment alternatives.

### **Group Life Insurance**

Term insurance is effective after working six consecutive months on a full-time basis. Employees may carry coverage up to a maximum of 1.5 times their base annual salary or \$100,000 whichever is greater. The City pays the premium on a maximum of \$35,000 in coverage. The employee pays any difference, which amounts to \$0.21 per month for each additional thousand dollars of coverage.

### **Health/Dental Insurance**

Employees have a choice of plans and may have a monthly amount deducted from their paycheck depending on which plan they choose. Employees are not required to participate in either the City's health or dental insurance plans.

*Updated: May 20, 2010*